



August 14, 2020

# COVID-19 Preparedness Plan

Developed according to MN Department of Labor & Industry template, available here:  
<https://www.dli.mn.gov/updates>

## 1. Identify and send home sick workers

- “Workers” include paid market staff, market volunteers, vendors, vendor staff, and vendor volunteers

(per State of MN Preparedness Plans Guidance – General;

[http://dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_preparedness\\_plan\\_requirements\\_guidelines\\_businesses.pdf](http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_businesses.pdf))

- On each market day, market staff and volunteers will self-assess if they may have COVID-19, using the Minnesota Department of Health survey:

English:

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

Spanish:

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreenes.pdf>

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

<p> <input type="checkbox"/> Fever or feeling feverish?  <input type="checkbox"/> Chills?  <input type="checkbox"/> A new cough?  <input type="checkbox"/> Shortness of breath?  <input type="checkbox"/> A new sore throat?  <input type="checkbox"/> New muscle aches?  <input type="checkbox"/> New headache?  <input type="checkbox"/> New loss of smell or taste? </p>
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- Market staff and volunteers will not attend market if they answer Yes to any of the questions on the checklist.
- Market staff will notify the manager and communicate with their backup person as soon as they know they must stay home.

<b>Staff person</b>	<b>Designated backup person</b>
Kate Mercado	Day of market operations - Mike Claypool
	Paperwork & communications – Jane Jewett
Kara Fletcher	Jane Jewett
Vickie Christenson	Kent Lorentzen

- Market vendors will self-assess their health and the health of their workers, using the MDH checklist above, before they leave home on every market day.
  - Vendors or workers will not attend market if they answer Yes to any of the questions on the checklist.
  - Vendors will inform the market manager, Kate Mercado, as soon as they know their market booth will be absent from the market.
  
- Market staff, volunteers, vendors, and vendors’ workers will leave the market if they develop any of the symptoms of COVID-19 from the checklist during the market day.
  - Market staff and volunteers will assist with dismantling a vendor display and safe vehicle exit from the market space.
  - Anyone with onset of possible COVID-19 symptoms at the market will immediately don a cloth mask or face shield and keep it on until they have exited the market.

- The market manager will tell staff, vendors, or workers to go home if they exhibit any of the symptoms on the MDH checklist.
- Any market staff person or market volunteer will notify the market manager if they:
  - Develop symptoms associated with COVID-19
  - Have a positive COVID-19 test
  - Are in close contact with an individual who develops symptoms associated with COVID-19 or who has a positive COVID-19 test
- Any vendor who attends in-person markets or delivers product to the aggregation area will notify the market manager if they or one of their workers (including volunteer workers):
  - Develop symptoms associated with COVID-19
  - Have a positive COVID-19 test
  - Are in close contact with an individual who develops symptoms associated with COVID-19 or who has a positive COVID-19 test

1A. Response Plan if a worker is ill – see Appendix A: How to respond if a worker is affected by COVID-19

## 2. Social distancing protocols

For vendors:

- Vendor booths are spaced 6' apart within the east, west, and center lines of booths.
- Spaces between vendor booths are roped off to prevent customer access.
- “Shop with your Eyes – Let Vendors Handle Products” signage distributed to each vendor and displayed at vendor booths.
- Vendors are encouraged to rope off the front of their canopy and move display tables back to ensure distance between vendors and customers.
- Vendors are encouraged to have a table or section of table for placing product for customers to pick up, to avoid direct hand-to-hand contact.
- Vendors are encouraged to have separate cash boxes for receiving customer payments and making change; with received payments to remain in the box for three days before handling.

For market staff:

- The market booth has a plexiglass shield in the window to create a barrier between market booth staff and customers.
- The market booth is too small to maintain 6' distancing within the booth. Market staff will endeavor to keep booth occupancy to one person as much as possible.
  - Do paperwork involving multiple people outside the booth if possible
  - Limit the duration of more than one person in the booth
  - Cloth masks or face shields must be worn by people inside the booth.

For customers:

- Signage is placed throughout the market space to remind customers to maintain 6' distance.
- Online ordering and drive-through pick-up is available, which reduces customer numbers and time spent in the market space.
- Vendors will monitor their booth spaces and ask people not to congregate within booths.
- The market manager will remind customers and vendors to maintain 6' distancing if crowding or congregating is observed.
- The number of customers in the market space is somewhat limited by the number of parking spaces available. Steps may be taken to reduce number of parking spaces or to control the market entrance, if customer numbers in the market exceed the number that would permit maintaining 6' distancing.
- The market uses this reference document to determine allowed number of customers in the market space:  
[http://misadocuments.info/Number\\_people\\_per\\_market\\_space\\_FINAL.pdf](http://misadocuments.info/Number_people_per_market_space_FINAL.pdf)

In the aggregation area:

- The aggregation area where orders are assembled for drive-through pick-up cannot be configured in a way that allows workers to maintain 6' distancing from each other at all times.
- Receiving of product from vendors sometimes requires aggregation workers and vendors to be closer than 6' apart.
- Delivery of product to customers sometimes requires aggregation workers and customers to be closer than 6' apart.

- Market staff and volunteers working in the aggregation area must wear masks or face shields.
- Vendors or their workers who come to the aggregation area to deliver product must wear masks or face shields while at or in the aggregation area.

### 3. Worker hygiene & source control

- Handwashing stations are placed at the market entrance, the market booth, the port-a-potty, and within the aggregation area.
- Signage at handwashing stations reminds people to wash their hands often.
- The market offered free cloth face masks and plastic face shields to all vendors; two shields per vendor.
- Market staff and volunteers wear masks when working at the market.
  - A plastic face shield is an acceptable alternative if the worker is unable to wear a cloth mask.
- Masks are currently voluntary for vendors and workers in vendor booths, provided vendors and their workers can remain 6' apart from customers and other vendors at all times. Vendors and workers who cannot maintain 6' distancing are expected to wear masks.
  - A plastic face shield is an acceptable alternative if the worker is unable to wear a cloth mask.
- In compliance with Executive Order 20-81, workers in the market who are unable to wear a mask because of a medical condition or disability will not be required to wear one, and will not be required to explain their reason.

### 4. Building/ventilation

- The majority of the market is open-air.
- The market booth door and windows will be open during the market.
- Doors on the market trailer will be open while work is taking place in the aggregation area.

## 5. Cleaning & disinfecting

- Tables used for aggregation of pre-ordered product are cleaned and sanitized before use with 100 ppm bleach solution.
- Market booth countertop, handwashing station spigots, port-a-potty door handle and locking mechanism are sanitized with 100 ppm bleach solution at the start of market and twice more during market.
  - Market manager will record sanitizing dates & times on a logsheet.
- Card reader pin-pad is sanitized with a >60% alcohol wipe after each use.
- Vendors are supplied with a spray bottle filled with 100 ppm bleach solution, upon request.
- 100 ppm bleach solution for refilling spray bottles is mixed in the aggregation area as needed.

## 6. Drop-off, pick-up, delivery

- The market is reducing customer presence in the market space by offering pre-order and pick-up or delivery options.
  - Pre-ordered seasonal Market Share boxes are providing produce to 30 customers.
  - The market's online ordering platform allows weekly orders.
- The aggregation area is set up according to Retail Mobile Food Handler license requirements, with folding tables, a canopy over tables, and a handwashing station.
- Table surfaces are sanitized with 100 ppm bleach solution prior to use.
- All pre-orders are bagged or boxed and staged for pick-up or delivery in the aggregation area.
- Workers in the aggregation area wear source-control masks or face shields.
- Workers in the aggregation area wash their hands at the handwashing station prior to beginning work, after exiting the aggregation space and returning, and before handling any unpackaged food items.
- Customers drive up to the pick-up point and are instructed to remain in their cars.
- Workers in the aggregation area access customer cars from the passenger side.

## 7. Communication & training on protocols

- Manager or board member sends a weekly email message to vendors, reminding of the market's plan and general guidelines for dealing with COVID-19.
- Manager posts a weekly message to customers on the market's Facebook page, reminding of MN Department of Agriculture guidelines and recommendations for shopping at the farmers' market:  
<https://www.mda.state.mn.us/sites/default/files/inline-files/Farmers%20Market%20COVID%2019%20Shopping%205.13.20%20PRINT%20no%20bleeds.pdf>
- Signage reminding of 6' distancing is posted at the market entrance, the market booth, and on orange traffic cones spaced at intervals throughout the market.

### Protocol for Food Sampling at the Market:

- A vendor who wants to offer food samples at the market must post their written COVID-19 Preparedness Plan at their booth.
- All aspects of the Food Sampling & Demonstration Law must be followed:  
<https://www.revisor.mn.gov/statutes/cite/28A.151>
- Additional guidance from the Stay Safe Minnesota Guidelines for Grocery and Convenience Stores must be followed specific to food sampling:
  - Food samples are covered or shielded according to the Minnesota Food Code
  - Samples are pre-portioned
  - Sample area is monitored by a vendor/worker to maintain social distancing and discourage congregating
  - Vendor/worker is protected by social distancing and/or the use of barriers
  - Adequate trash receptacles are provided to dispose of waste
- The market manager will monitor vendor booths offering food samples and will order food sampling discontinued if these protocols are not followed.

# Appendix A: How to respond when a worker is affected by COVID-19

Grand Rapids Farmers' Market (GRFM) "workers" include paid market staff, market volunteers, vendors, vendor staff, and vendor volunteers.

(per State of MN Preparedness Plans Guidance – General;

[http://dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_preparedness\\_plan\\_requirements\\_guidelines\\_businesses.pdf](http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_businesses.pdf))

1. The market manager will receive reports of market workers who have symptoms consistent with COVID-19, who have had a positive COVID-19 test, or who are close associates of people who have either of those situations.
2. The market manager may share the name and COVID-19 status of market workers with the market president, so the president can assist in response.
3. Information about the affected person will be disclosed as required to public health authorities.
4. Aside from any required disclosures to public health authorities, confidentiality will be maintained:
  - The name of the affected individual(s) will not be disclosed to other vendors, to customers, to media, or to other members of the public.
  - Details about the medical condition of the affected individual(s) will not be disclosed.
  - Details about the location within the market where the individual worked will not be disclosed.
5. The manager will notify market staff and vendors if a market worker has symptoms consistent with COVID-19 or has a positive COVID-19 test.
  - A market worker with symptoms must quarantine at home for 14 days, or get a COVID-19 test and quarantine at home until the test results are known.
    - If test results are negative, the worker can return to the market.
    - If test results are positive, the worker must follow CDC guidelines for when to return to the market:  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home->



[isolation.html](#)

6. The manager will notify market staff and vendors if a worker's COVID-19 test is positive or negative. This notification will not include name or other identifying information about the affected worker.
7. Workers at the market who inadvertently learn the identity of an affected worker must maintain confidentiality in their communications with the public and not disclose that person's name or other identifying information. Refer all questions from media or members of the public to the market manager.
8. The market will not make public disclosure on Facebook, the market's website, or other means if a market worker has symptoms consistent with COVID-19 or a positive COVID-19 test; unless requested to do so by a public health authority.

## Communication Templates

The following templates shall be used in communication about suspected or confirmed COVID-19 cases associated with the market:

Message to Market Staff and Vendors:

This message is to inform you that a worker at the Grand Rapids Farmers' Market **[has become ill with symptoms consistent with COVID-19]** or **[has tested positive for COVID-19]**. This worker will not be present at the market until they have either fulfilled the CDC requirements for ending isolation at home (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>), or have received a negative COVID-19 test result.

We will inform you of a test result when it becomes available. If you were in close contact with this person, you may be contacted by a health worker in the coming days.

Please continue to follow COVID-19 safety protocols: wear a mask or stay at least 6' away from other people, preferably do both distancing and masking when in public, wash your hands often, and regularly disinfect frequently-touched surfaces.

Response to questions from market customers, media, or other members of the public:

A worker at the Grand Rapids Farmers' Market **[has become ill with symptoms consistent with COVID-19]** or **[has tested positive for COVID-19]**. This worker will not be present at the market until they have either fulfilled the CDC requirements for ending isolation at home (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>), or have received a negative COVID-19 test result.

Due to confidentiality requirements, we cannot disclose further information about the worker.

The market has a COVID-19 Preparedness Plan that you can view at the market booth, or access on our website at [www.grfarmersmarket.org](http://www.grfarmersmarket.org). The market will continue to follow our COVID-19 safety protocols. We encourage masking or 6' distancing by vendors and customers. We monitor customer numbers in the market to ensure that 6' distancing is possible. We provide handwashing stations and regularly disinfect frequently-touched surfaces. Online ordering and drive-through pick-up is available to any customer who wishes to reduce their person-to-person contact.

## References:

State of Minnesota General Guidance for All Businesses:

[http://dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_preparedness\\_plan\\_requirements\\_guidelines\\_businesses.pdf](http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_businesses.pdf)

Excerpt from above (p. 1):

“For the purposes of this guidance, a “worker” includes all staff and employees associated with the business. All workers, including subcontractors, independent contractors, vendors, delivery personnel, contract, seasonal, part-time or temporary workers, however categorized, who are present in the business as a condition of employment are required to be covered by a COVID-19 Preparedness Plan. Volunteers are also to be included as a “worker”. All workers must be properly trained on and adhere to the business’s policies, protocols, and practices as outlined within this guidance.

“In addition, a “business” includes all businesses that maintain any level of authority, responsibility, or control for locations where work is being performed, which may include, but not limited to, businesses, facility owners and/or operators, staffing and temporary labor agencies, and public entities. For the purposes of this guidance, and consistent with multi-employer work-sites, work being performed and/or work-sited may have more than one business with authority, responsibility or control (e.g. building operator and cleaning services contractor), all of which maintain equitable responsibility for ensuring the proper implementation and execution of the COVID-19 Preparedness Plan.”

Based on this definition of “worker” and “business,” the Grand Rapids Farmers’ Market is a business and all staff, volunteers, vendors, and vendor staff or volunteers are “workers.”

The above publication references this transcript:

<https://www.eeoc.gov/transcript-march-27-2020-outreach-webinar>

Relevant excerpts from the EEOC transcript:

Question 5: Suppose a manager learns and confirms that an employee has CO-VID-19, or has symptoms associated with the disease. The manager knows she must report it but is worried about violating ADA confidentiality. What should she do?

Answer: The ADA of course requires that an employer keep all medical information about employees confidential, even if that information is not about a disability. Clearly, here, the information that an employee has symptoms of, or a diagnosis of, COVID-19, is medical

information. But the fact that this is medical information does not prevent the manager from reporting to appropriate employer officials so that they can take actions consistent with guidance from the CDC and other public health authorities.

The question is really what information to report: is it the fact that an employee -- unnamed -- has symptoms of COVID-19, or a diagnosis, or is it the identity of that employee? The answer is that exactly who in the organization needs to know the identity of the employee will really depend on each workplace and why a specific official needs this information. Employers should make every effort to limit the number of people who get to know the name of the employee.

Certainly, a designated representative of the employer may interview the employee to get a list of people with whom the employee possibly had contact through the workplace, so that the employer can then take action to notify those who may have come into contact with the employee. However, this does not require disclosing the employee's name. For small employers, of course, co-workers might be able to figure out who the employee is, but employers are still in that situation prohibited from confirming or revealing the employee's identity. Also remember that all employer officials who are designated as needing to know the identity of an employee should be specifically instructed that they must maintain the confidentiality of this information. And in fact, employers may want to plan what supervisors and managers should do if this situation arises and determine in advance who will be responsible for receiving information and taking next steps.

Question 8: Employers may be concerned that telling employees that "someone at this location" or "someone on the fourth floor" has COVID-19 may not provide sufficient information to allow people to know if they should take further steps to protect themselves or others. Therefore, can employers tell the workforce the name of the employee with COVID-19?

Answer: Again, no. The ADA does not permit such a broad disclosure of the medical condition of a specific employee. More importantly, this broad disclosure is not recommended by the CDC. The CDC specifically advises employers to maintain confidentiality of people with confirmed COVID-19.